



Commercial Building Permit Guide

Before “pouring the foundation for”, building, renovating or “adding on to” any structure....

1. **Contact the Police Department** to ensure lot has an official 911 emergency address. An official 911 emergency address can be obtained from the Police Chief.
2. **Petition the planning Commission for a Commercial Building Permit. Contact the City Clerk to fill out the necessary forms for the consideration on the agenda.**
3. **Apply for a building permit at City Hall.** Fill out the entire application including location (addition, lot, block, and street), intention, building characteristics, and contact information. A sheet with all applicable building permit costs will be provided.
4. **Return fully completed building permit application and a copy of site plans to the city.** The building inspector will review the plans and application.
5. **Check Zoning and floodplain locations** for the property with the City Planner or City Clerk.
6. **Have all Utility lines located by calling “Oklahoma One-Call System” at 1-800-522-6543.** The line location process usually takes about 48 hours to complete. The city will check sewer connections.
7. **New sites will require water and sewer taps.** The Poteau Water Department can provide information on meter locations for existing sites. **Old sites will need a new sewer tap.**
8. **Contact the Building Inspector, Curtis Hayes, at 918-647-6966** to arrange an initial site inspection. Upon approval by the Inspector, return to City Hall and pay for the Building Permit. This cost will cover all subsequent inspections to the site unless otherwise noted by the building inspector.
9. **Begin Construction!**

Special Notes:

1. Any request for a water tap larger than the standard $\frac{3}{4}$ ” tap must be approved by the Water Commissioner.
2. Steel buildings must meet International Building Code Standards and be stamped by the State of Oklahoma.